

**RAMANUJAN COLLEGE. (UNIVERSITY OF DELHI). KALKAJI,
NEW DELHI – 110019.**

FORM FOR LTC/HTC ADVANCE

Name	
Designation	
Department	
Telephone No.	
Basic Pay	
Date of Joining in the College	
Home Town as per service record	
Block year for which LTC/HTC Applied for	
Block year for which last LTC/HTC was availed	
Nature of Leave and Leave applied for	Casual Leave/Earned Leave for _____ days From _____ to _____
Date of Departure for Journey _____	Date of Return from Journey _____
Place of visit in case of availing All India LTC/HTC	
Mode of Journey _____	
Approximate Fare : By Air/By Train	Per Ticket ₹ _____ (to and fro) Total ₹ _____
Advance Required	₹ _____
Availing Encashment of Leave	_____ days

Signature of the Employee _____

CERTIFICATE

(Please strike out, which is not applicable)

1. I _____ (name) and the following members of my family are proceeding on LTC/HTC to _____ (place) which is my home town as recorded in my service document/place of visit other than home town.
2. My family members as details given below are proceeding on LTC/HTC to _____ which is my home town as recorded in my service documents /place of visit other than home town.
3. Nearest Railway station to the place of farthest destination is _____
4. Nearest Bus Station to the place of destination is _____
5. Nearest Air Port to the place of destination is _____
6. I have duly completed one year or more service
7. No other LTC/HTC advance is pending against me
8. My parents/family members/unmarried sisters/minor brothers for whom I am availing LTC/HTC are permanently residing with me and are wholly dependent on me
9. I will use and encash the leave for whom I am availing LTC/HTC is not availing LTC from any other source.

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DETAILS of MEMBERS

<u>S.No</u>	<u>Name</u>	<u>Relationship</u>	<u>Age</u>

UNDERTAKING

1. I undertake to produce the tickets of onward journey within Ten days of the drawn of advance.
2. I undertake to submit the settlement claim within one month of completion of the return journey.
3. I undertake to give prior intimation to the office for the change of leave/destination.
4. I undertake to return the amount advance in case I could not proceed on HTC/LTC within one month of the date of departure/could not complete my return journey with in three months.
5. I will follow the instruction as laid down by the University of Delhi.

Signature of Applicant _____

Name and Designation _____

Department _____

VERIFICATION BY ADMINISTRATION/ESTABLISHMENT SECTION

Certificate that I have thoroughly verified the details furnished by the applicant with his service documents and found correct. The applicant has been sanctioned Earned Leave/Casual Leave for _____ (days) from _____ to _____.

Section Officer. (Admn.)

Accounts Section:-

Advance Payable ₹ _____

Advance sanctioned ₹ _____
(90% of fare)

Dated: _____

Section Officer (A/Cs)